

ATTACHMENT 2**REPRESENTATIVE SAMPLE OF WORK ORDER FOR 1999**

In 1999, 802 work orders were issued. The following list is a general categorization of the type of work orders issued. This is historical data that does not necessarily represent a breakdown of future work.

<u>No. of Work Orders Issued</u>	<u>Type of Work Ordered</u>
195	Move furniture and/or equipment
92	Move and/or ship boxes
75	Repair office furniture/equipment/accessories
45	Move/install phone or LAN cable lines
22	Phone repair/replacement/voicemail maintenance
29	Install/repair lighting and/or fixtures
15	Move/replace electrical lines
12	Fume hood and exhaust fan repair
12	Miscellaneous electrical work
7	Minor electrical work on lab equipment
23	Interior repair to doors/walls/floor/ceilings
16	Install shelving/cabinets/workspace
10	Office reconfiguration via EPA-provided blueprints
10	Repair exterior fencing/exit gates
8	Mount cylinder racks or railings
6	Re-shingle/repair roof/skylight
5	Door/wall installation
3	Brick work/repointing
9	Signage
17	Health & Safety issues related to Quarterly EPA Audit
15	Miscellaneous plumbing
13	Miscellaneous HVAC
9	Repair leaks
8	Install water fountains/eye wash station/water baths
6	Remove/repair/replace window air conditioners
3	Fire hydrant repair/testing
15	Key duplication
11	Coordinate vehicle repair
10	Road work
13	Landscaping
9	Exterminating/pest removal
8	Window repair/reglazing

<u>No. of Work Orders Issued</u>	<u>Type of Work Ordered</u>
7	Concrete work
7	Exterior painting
7	Miscellaneous vehicle repair
4	Interior painting
4	Repair paging system
4	Clear interior space
4	Remove/install window treatments
4	Replace restroom fixture
3	Replace stairs
3	Powerwashing
3	Hang pictures/wall board
3	Install roof ladder/awning
1	Sound proof room
1	Dismantle movable file system
1	Install carpet
1	Convert storage area to laboratory "Clean Room"
14	Miscellaneous work orders (i.e., measure manhole, cut wood stakes, add mail stop, install wind sock)